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ATZS-EHH (210-50)

MEMORANDUM FOR: All Soldiers Residing in Thunder Mountain Village
Unaccompanied Personnel Housing (UPH) Enlisted
Quarters (EQ)

SUBJECT: Thunder Mountain Village Enlisted Quarters Management Standing
Operating Procedures (SOP)

1. **PURPOSE:** To provide universal policy for the efficient use, assignment, termination, maintenance, inspection and to establish responsibility for overall management of unaccompanied personnel housing for all personnel residing in Thunder Mountain Village enlisted quarters, also known as barracks, managed by the Permanent Party Section of the Unaccompanied Personnel Housing Branch, Housing Division, Directorate of Engineering and Housing.
2. **SCOPE:** This Standing Operating Procedure (SOP) is applicable to all occupants of enlisted facilities managed by the UPH Office.
3. **REFERENCES:**
 - a. AR 210-50, 24 Apr 90, Housing Management.
 - b. AR 190-11, 31 Mar 87, Physical Security of Arms, Ammunition and Explosives.
 - c. FH Regulation 190-14, 16 Aug 92, Registration of Privately Owned Weapons.
 - d. AR 190-51, 30 Apr 86, Security of Army Property at Unit and Installation Level.
4. **EFFECTIVE:** This SOP is effective upon receipt.
5. **RESPONSIBILITIES:**
 - a. The Installation Commander provides adequate facilities and services and manages the enlisted quarter's management program per AR 210-50.
 - b. The Chief, Housing Division and the Director, Installation Support ensures the UPH Office is properly staffed.

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- c. The Coordinator, Single Soldier Housing acts as the Executive Agent for the commander in establishing and enforcing enlisted quarters management policies and procedures, and has oversight of the program.

d. Facility Manager: 533-3534

- (1) Manage, operate, and maintain the enlisted quarters facilities and equipment.
- (2) Maintain utilization statistics, prepare reports in accordance with (IAW) AR 210-50, and maintain automated occupancy data.
- (3) Provide area oversight of buildings and grounds as detailed in this SOP.
- (4) Monitor the maintenance of grounds and facilities.
- (5) Escort personnel who provide fire, safety, security, and maintenance services.
- (6) Coordinate maintenance, repair, and improvements with the DIS and with any self-help teams.
- (7) Interviews applicants advising them of entitlements, waiting periods, and occupancy requirements.
- (8) Conduct assignment, pre-termination, and termination inspections to occupants.
- (9) Initiate actions for acquisition of furnishings and supplies. Establish maintain, and routinely reconcile hand receipts with Furnishings Management Office (FMO) and barracks occupants.
- (10) Report and coordinate with units for statements of charges and reports of survey for damaged facilities, equipment, and furnishings.
- (11) Maintain a key control system. Maintain emergency access keys and establish after duty entrance procedures for persons who have locked themselves out.

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- (12) Conduct regular inspections of facility concentrating on safety, security, health and welfare conditions, and facility/ furnishings accountability and conditions.
- (13) Ensure the privileges allowed by this SOP are withdrawn for soldiers who fail to meet the standard within this SOP.

e. **Building Manager:** (usually the 1SG or Barracks NCO)

- (1) Supervise and ensure all assigned occupants share cleaning of common areas.
- (2) Coordinate and conduct meetings for issues related to cleaning/ maintenance of common areas as required.
- (3) Report maintenance requirements to the Facility Manager.
- (4) Report soldiers failing to meet the standard of this SOP to the Facility Manager.

f. **Floor Manager:** (if designated by the unit)

- (1) Schedule and ensure the cleaning and maintenance of common areas.
- (2) Coordinate required work orders with the Building Manager Barracks NCO.
- (3) Report damaged facilities or property to the Building Manager Barracks NCO.
- (4) Report soldiers failing to meet the standard of this SOP to the Building Manager Barracks NCO.

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6. GENERAL:

- a. It is the intent to provide as much privacy and individuality as possible. However, standards for health, welfare, security, safety, and cleanliness may be maintained.
- b. The resident's chain of command and NCO support channel personnel are required to visit the soldier at least 2 times monthly.
- c. All occupants are expected to participate in the cleanliness and upkeep of common areas. Failure to respond to schedule cleaning parties ("GI parties") called by the floor and/or Building Manager Barracks NCO may subject the occupant to disciplinary action.

7. PRIVILEGES:

- a. No limit on type or amount of alcohol kept in the occupant's room for those within legal drinking age. (21 years of age)
- b. No requirement to use issue bedding.
- c. No visitor limitations, except:
 - (1) There will be no overnight guests.
 - (2) Their parent or guardian must accompany visitors less than, 18 years of age.
 - (3) No cohabitation is permitted.
 - (4) Roommate must consent to visitors if more than one soldier occupies the room.

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- d. Painting of rooms is not authorized. Self-help improvements will be coordinated with the Facility Manager prior to commencement of work. Failure to receive prior written approval could result in failure to pass final clearing inspection and requirement to return quarters to original condition.
- e. Occupants may set up furnishings according to personal taste as long as placement does not encroach on another person's space or create safety hazard in exiting. Personal furniture is not encouraged but will be allowed. Issued furniture must be removed to make space. Waterbeds are not authorized.
- f. No standard inspection layout of clothing, equipment, or furniture, as long as safety standards are met.
- g. Enlisted quarters inspections will be health, welfare, safety, cleanliness, security, and maintenance oriented.
- h. The Command Inspection Program (CIP) and TA-50 inspections will be held in areas other than Thunder Mountain Village enlisted quarters.
- i. Soldiers will not be subjected to "Hey, You" details just because they reside in the Thunder Mountain Village enlisted quarters.
- j. Smokers will be assigned based on availability. If rooms are available, non-smokers will be roomed with non-smokers, and smokers will be roomed with smokers. If a non-smoker and a smoker are roomed together, the room will be non-smoking. There will be no smoking in doorways or common areas. The barracks are Department of Defense facilities, which requires that all public access areas be designated non-smoking.
- k. Every soldier is considered an adult and as such is entitled to the treatment indicated above. However, should soldiers become involved in or violate the trust given by this SOP, their privileges will be subject to suspension or revocation.

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- I. Occupants are required to abide by/ obey this SOP. Violators of policies and procedures of this SOP may be referred to their Commander for appropriate administrative and/ or disciplinary action(s) under the provisions of Article 92 (Disobeying an Order) or other applicable articles of the Uniform Code of Military Justice (UCMJ) and/or be evicted from the barracks.

MICHAEL W. BOARDMAN
COL, MI
Garrison Commander

APPENDIXS 1 (Room Assignments and Terminations) to the Thunder Mountain Village Enlisted Quarters Management SOP

1. All personnel assigned a room will be given a Thunder Mountain Village Enlisted Quarters Management SOP.
2. Assignment will be based on the entitlement of the applicant and the type and availability of facilities.
3. Geographical bachelors and sponsor personnel will not be assigned quarters within the Thunder Mountain Village complex facility.
4. During initial room assignment, the 1SG will conduct an assignment inspection with the occupant to inspect their assigned quarters and its contents and acknowledge receipt and condition of furnishings and quarters by signing DA Form 2062. Exceptions and damages to the room and its furnishings must be annotated at this time.
5. Termination inspections will be preceded by a pre-termination inspection, where the requirements for clearing are reviewed with the occupant. For termination of room assignment, the resident must schedule an appointment for inspection of the room with the 1SG at least 10 days prior to the desired termination date, if possible. Termination inspections are required for soldiers deploying or going on TDY in excess of 180 days.
6. After the successful completion of the final inspection, the 1SG will sign the clearing papers of the departing occupant. A statement of charges, cash collection voucher, or report of survey will be initiated for damaged facilities or missing equipment or furnishings.
7. If a room is found dirty because a soldier departed without clearing and the soldier is still in the Military, the 1SG will contract for cleaning through a cleaning team and have the charges deducted from the soldiers pay through DD 139. If the soldier is no longer in the military, arrangements may be made with Finance to recoup the cost of preparing the quarters for the next occupant.
8. Occupants are responsible for informing the 1SG of any change of status that may affect eligibility for quarters, such as marital status, promotion and assignment to family quarters.

APPENDIXS 2 (Minimum Space Adequacy and Privacy Standards) to the Thunder Mountain Village Enlisted Quarters Management SOP

1. Enlisted quarters is defined in AR 210-50 as “Housing designated for use by enlisted personnel in grades E6 and below.”
2. SSG (SGT if space available) (Permanent Party, bonafide single): 135 square feet net living area; not more than one person per suite, personal bath.
3. PV1 through CPL/SPC (Permanent Party, bonafide single): 90 square feet net living area; not more than two persons per suite, shared bath.

APPENDIXS 3 (Physical Security) to the Thunder Mountain Village Enlisted Quarters Management SOP

1. The Facility Manager provides keys to quarters. Unauthorized locks are not permitted. Occupants are responsible for providing their own locks for storage cages located in the SCB 52136. Assigned soldiers will not give key for their room door or suite door to a nonresident. Occupants will report lost keys or damaged locks to the Facility Manager as soon as the condition is known. Depending on the circumstances, replacement of core lock and keys may be at the occupant's expense
2. ASSIGNED SOLDIERS WILL NOT GIVE THE KEY FOR THEIR ROOM DOOR TO A NONRESIDENT. YOU MAY NOT "SUBLET" YOUR ASSIGNED QUARTERS TO ANY OTHER PERSON. ENLISTED QUARTERS, TO INCLUDE LATRINE AND LAUNDRY FACILITIES, ARE FOR ASSIGNED OCCUPANTS. THIS MEANS PERSONS WHO ARE NOT REGISTERED, AS OCCUPANTS MAY NOT SHOWER IN THE LATRINES AFTER PT. AS THE ASSIGNED OCCUPANT, YOU ARE RESPONSIBLE FOR THE KEY.
3. Keys for lockouts that occur during duty hours may be signed for at the Soldier Community Building 52136. Keys for lockouts that occur after duty hours (after 1600 Monday - Friday and weekends) must be signed for from the SDNCO at the SCB 52136.
2. Doors and windows will be closed and locked when rooms are not occupied.
3. Large sums of money (\$100 or greater) will never be kept in the individual rooms, but will be deposited in a financial institution.
4. Personnel going TDY for a period of 180 days or longer will be required to terminate room assignment. If the occupant so desires, the name may be maintained on a waiting list with the anticipated date of return.
5. Personal property within the quarters is the responsibility of each individual who resides there. Individuals must ensure that personal property is secured at all times.
6. Residents are responsible for ensuring that personal high value items are recorded on DA Form 4986 and the form is on file at the individual's unit. Items that do not have serial numbers should be marked with the last four digits of his/her social security number.

APPENDIXES 4 (Safety) to the Thunder Mountain Village Enlisted Quarters Management SOP

1. Safety is of utmost importance within the Thunder Mountain Village enlisted quarter's facilities. Doors that cannot be adjusted will be reported to the Facility Manager.
2. All doors that are spring-loaded will be properly adjusted to prevent sudden jerks.
3. Windows with broken handles, broken hinges, and broken glass will be reported to the Facility Manager immediately for corrective action.
4. Stairs and balconies will be kept free of trash and liquids.
5. Personnel using the stairs should use the handrails at all times.
6. Residents who come in contact with explosives, i.e., firecrackers, gunpowder, and flammables, will not bring these items into the enlisted quarters for any reason.
7. Electrical cooking appliances, which are authorized, for use in the Thunder Mountain Village enlisted quarters are microwave ovens, crockpots, coffee pots, air type popcorn poppers, or any item that does not use oil or produce extreme heat. All others, to include hot plates and deep fryers, are strictly prohibited.
8. **Any open flame is prohibited. This includes, but is not limited to, candles, lamps, and incense.**
9. Electrical appliances that have a heating element, other than electric irons, curling irons, hair dryers, coffee pots, or air type popcorn poppers are prohibited.
10. There will be absolutely **NO SMOKING IN BED.**
11. Occupants should acquaint themselves with the location of fire extinguishers.
12. During a fire alarm, occupants must evacuate the building, closing windows and doors as they exit, disconnecting appliances, and turning off all lights.

APPENDIXS 5 (Appearance and Standards) to the Thunder Mountain Village Enlisted Quarters Management SOP

1. All personnel residing in Thunder Mountain Village Enlisted Quarters are responsible for the clean up and maintenance of the stairways, balconies, and complex areas. The Barracks NCO or his/ her designee will post a duty roster. Personnel on leave/ pass or field duty will find a replacement or notify the appropriate person maintaining the roster so duties can continue efficiently. All common areas will be cleaned daily by 0900 hours.
2. All luggage and boxes will be properly marked with individual's last name and last four digits of social security number and stored in the storage cages located in the SCB 52136.
3. Room furnishings will not be removed from any room without prior approval of the Facility Manager.
4. Trash from rooms will be placed in the Dumpster, not on the balcony, or in laundry room or SCB trash receptacles.
5. The privacy of all occupants will be respected and noise levels, to include playing of television, stereo equipment, and radios will be kept at a level to preclude disturbing other occupants. Failure to comply with this provision may result in individuals forfeiting the privilege to have the noise-producing equipment in their rooms. Noise may be considered to be excessive if occupants of adjoining rooms or suites complain.
6. Personnel living in the enlisted quarters will have an up-to-date Personal Property Record (DA Form 4986) and a signed statement of Personal Responsibility (FH Form 10110) completed and on file at the individual's unit.
7. Pets are not authorized. (This includes fish, snakes, and any other animal.)
8. Individual suites, as a minimum, will meet these daily standards:
 - a. Maintain rooms in a “clean, safe, functional, secure, and neat” condition. Clean as necessary to assure that proper sanitation level is maintained. Room must meet the “clean, safe, functional, secure, and neat” standard at all times.

APPENDIXS 5 (Appearance and Standards) to the Thunder Mountain Village Enlisted Quarters Management SOP

- b. Valuables will be put away and the closet locked.
 - c. Electrical appliances will be disconnected, i.e., irons, hair curlers, and blow dryers, when not in use.
 - d. Remove any trash containing discarded food. Immediately take all trash to dumpster. Clean trashcans as required.
 - e. Wipe down microwave after use.
 - f. Sweep/ mop/ vacuum floors.
 - g. Clean sinks, mirrors, toilet and shower/ bathtub. Water deposits, soap scum, and mineral deposits will be removed. Shower curtain will be checked for mildew and cleaned as required.
 - h. No food will be left out.
9. Individual suites, as a minimum, will meet these weekly standards:
- a. Dust and clean window, windowsills and doors inside and out.
10. To maintain good appearance in the quarters, profane, sexually explicit, obscene, porno, immoral or vulgar phrases, pictures, or posters will not be displayed on the walls. The Garrison Command Sergeant Major will determine appropriateness as required.
11. No Pictures/ posters will be placed or hung on the walls.

APPENDIXS 6 (Inspections) to the Thunder Mountain Village Enlisted Quarters Management SOP

1. All unit commanders, first sergeants, and immediate supervisors will make random checks (on a regular basis) of their soldiers' rooms/ living areas for the purpose of maintaining a standard of health, cleanliness, functionality, neatness, and security.
2. Leaders will respect privacy, but may enter rooms in the performance of their duties to: conduct security, fire, or safety checks; locate soldiers; respond to complaints; inspect for violations of unit health, cleanliness, or standards; and enforce standards described in the SOP. Two persons are required to inspect individual rooms, unless the occupant is present; then only one is required.
3. Visibility of unit leaders within Thunder Mountain Village Enlisted Quarters will enhance morale, foster teamwork, and improve living conditions and the well being of the soldier.
4. Military Police, MPI, and CID agents will be allowed to search enlisted quarters common areas pursuant to their official duties upon presentation of their credentials. Search of soldiers' rooms will only be allowed if, upon presentation of a search warrant, the soldier consents, or evidence relating to a crime is being or about to be destroyed. The Facility Manager, Garrison Command Sergeant Major and Garrison Commander will be promptly notified of the request for search and the use of military working dogs.
5. Periodic inspections and inventories will be announced at least 24 hours in advance whenever possible.
6. Unannounced health, welfare, safety, and security inspections will be conducted by the Facility Manager and higher headquarters and be specifically authorized by the Garrison Commander. However, these types of inspections will be held to a minimum.
7. Whenever possible, at least 24-hour notice will be given prior to maintenance/ repair personnel entering a room.

APPENDIXS 7 (Apparel) to the Thunder Mountain Village Enlisted Quarters Management SOP

1. Personnel residing in the Thunder Mountain Village enlisted quarters will not be outside their quarters in robes or other sleeping attire.
2. Gym shorts and T-shirts or other apparel that is considered to be an outer garment are appropriate apparel.

APPENDIX 8 (Parking/Washing of Cars) to the Thunder Mountain Village Enlisted Quarters Management SOP

1. Parking of privately owned vehicles is authorized only in designated parking areas and occupants will not park privately owned vehicles in seeded areas or areas designated as fire lanes or side walks.
2. Cars will be washed at the Auto Craft Shop or an off-post car wash. No automotive maintenance will be performed in the enlisted quarter's areas. All environmental guidelines will be followed.
3. No automotive parts will be stored in any part of Thunder Mountain Village enlisted quarters facilities, to include private rooms and bulk storage areas.

APPENDIXS 9 (Energy Conservation) to the Thunder Mountain Village Enlisted Quarters Management SOP

1. All lights and water faucets will be turned off when not in use.
2. Report dripping faucets or running commodes, water fountains, etc., to Facility Manager.
3. Report broken windows and glass to the Facility Manager.

APPENDIXS 10 (Soldier Community Building) to the Thunder Mountain Village
Enlisted Quarters Management SOP

1. SCB is for the convenience and relaxation of the soldier.
2. For use by occupants only.
3. Will be keep free of trash at all times.
4. Clothes will not be left unattended in the laundry room.
5. Clothes left unattended will not be the responsibility of the Facility Manager or the SDNCO.
6. The use of the kitchen will be coordinate with Facility Manager or SDNCO and will be cleaned after use and inspected by the Facility Manager or SDNCO.
7. Game room equipment will be signed out from the Facility Manager or SDNCO.
8. Use of the grills will be coordinated with the Facility Manager or SDNCO.
9. No private parties/ meetings will be held in the SCB.
10. There will be **NO SMOKING** or **CONSUMPTION of ALCOHOL** within the SCB.

APPENDIXS 11 (Punitive and Pecuniary Liabilities) to the Thunder Mountain Village Enlisted Quarters Management SOP

1. GENERAL: The Barrack NCO, Floor NCO, and Facility Manager have the authority to detail any and all personnel residing in the Thunder Mountain Village enlisted quarters to correct fire or other hazards at any time. This includes details such as cleaning, stairwells, game room, laundry room, and latrines. When detailed, individuals will comply immediately.
2. PUNITIVE AND PECUNIARY LIABILITIES:
 - a. Any individual who fails to comply with any item of this SOP may be subject to administrative and/ or disciplinary action(s) under the provisions of Article 92 or other applicable articles of the UCMJ.
 - b. UPH occupants who have been provided furnishings may be held liable for damage or loss caused through their abuse or negligence. Their own action or that of a guest may cause the damage or loss. It includes damage that requires cleaning, repair, or refinishing that exceeds fair wear and tear usage as determined by a qualified technical inspector.
 - c. Occupants will sign the liability statement at appendix 14 acknowledging they have read this SOP and understand the provisions thereof concerning their potential liability.

APPENDIXS 12 (Maintenance) to the Thunder Mountain Village Enlisted Quarters Management SOP

1. The Facility Manager will be the single POC for all maintenance. However, in the interest of customer service, occupants may submit their maintenance requests to the floor and/or Barracks NCO, who will relay them to the Facility Manager.
2. Facility Manager will initiate corrective action immediately by calling the Directorate of Installation Support at 533-3151 during duty hours and will maintain a log of requests by building.
3. Occupants will call in requests for emergency service after duty hours (after 1600 each day and on weekends) to the Emergency Service Order number, 533-2623. The Facility Manager will be notified of this action on the following duty day.

APPENDIXS 13 (Storage of Privately Owned Weapons, Ammunition, Pyrotechnics, and Fireworks Belonging to Enlisted Quarters Residents) to the Thunder Mountain Village Enlisted Quarters Management SOP

1. References:

- a. AR 190-11, 31 Mar 87, Physical Security of Arms, Ammunition and Explosives.
- b. FH Regulation 190-14, 16 Aug 92, Registration of Privately Owned Weapons.

2. Authorized privately owned weapons (POW) are defined in reference 1b as being:

- a. Shotguns.
- b. Rifles.
- c. Handguns.
- d. All war trophy weapons.
- e. Antique and replica firearms with operational firing mechanisms.
- f. Fully automatic weapons (if properly registered with the Bureau of Alcohol, Tobacco, and Firearms, U.S. Department of the Treasury).
- g. Curios and relics (such as shot pistols).
- h. Shoulder stocked pistols and revolvers.
- i. Muzzle loading weapons.
- j. Cross bow.
- k. Black powder guns.
- l. Martial arts "throwing stars."

APPENDIXS 13 (Storage of Privately Owned Weapons, Ammunition, Pyrotechnics, and Fireworks Belonging to Enlisted Quarters Residents) to the Thunder Mountain Village Enlisted Quarters Management SOP

- m. Air rifles and pistols; and BB, pellet, and dart guns.
 - n. Bows and/or arrows.
 - o. Hatchets, *knives, daggers, swords, spears, or similar instruments with a blade or cutting edge.
 - p. * Applies only to knives with a blade length in excess of 3 1/2 inches.
 - q. Slingshots.
 - r. Boomerangs.
 - s. Spear guns or other similar devices.
3. Items 2a through 2l are required to be registered, with the Provost Marshal's office. Items 2m through 2r do not require registration.
 4. All personnel who reside in enlisted quarters are required to secure all weapons listed above and ammunition in their unit arms room. Weapons may be checked out of the arms room for repair, marksmanship at approved ranges, or hunting. Weapons will not be stored in vehicles, brought into enlisted quarters, or brought to work areas for any reason.
 5. Military weapons will not be brought into enlisted quarters except as part of official military duties. Cleaning of weapons, in this instance, is not considered official military duties.
 6. Any type of explosive or burning device, to include pyrotechnics, government and privately-owned ammunition, TNT, primer cord, blasting caps, grenades both real and simulators, torpedoes, cherry bombs, mines and bombs are strictly prohibited in the enlisted quarters and work areas.

APPENDIXS 14 (Liability Briefing Statement) to the Thunder Mountain Village Enlisted
Quarters Management SOP

Liability Briefing Statement

I _____ have read and understand the
Print Name

Provisions of the Enlisted Quarters Management Standing Operating Procedures
(SOP) to include all its appendices, I understand this SOP is a written order from
The Fort Huachuca Garrison Commander and violations of the provisions will
Subject me to potential administrative and/or punitive actions(s) based on Article 92
of the Uniform Code of Military Justice.

Date

Occupant Signature

Witnessed by:

Printed Name
Facility Manager

Witness Signature

APPENDIXS 15 (Assignment and Termination Checklist) to the Thunder Mountain Village Enlisted Quarters Management SOP

The following procedure is recommended for inspecting rooms prior to assignment and termination of residents.

I. Check the suite entrance and window areas.

- (a) Is the room number properly attached to the door?
- (b) Does the doorknob and catch work?
- (c) Does the door open easily?
- (d) Is the door clean inside and out?
- (e) Is the threshold secure and clean?
- (f) Is the window clean on the outside?
- (g) Is the window clean on the inside?
- (h) Are the windowsills inside and outside clean?
- (i) Does the window operate freely?
- (j) Are the tracks/frame clean?
- (k) Does the window close completely?

II. Check the window screens.

- (a) Is it missing?
- (b) Is it ripped or broken?

III. Check the Kitchenette.

- (a) Is the floor clean and properly shined?
- (b) Is the sink clean?
- (c) Has the faucet been polished?
- (d) Is the counter top clean?
- (e) Does the garbage disposal work properly?
- (f) Are the cabinet doors functioning properly?
- (g) Are the cabinet shelves mounted properly?
- (h) Are the cabinet exteriors in good condition?
- (i) Are the cabinets clean inside and out?
- (j) Is the refrigerator and microwave operating properly?
- (k) Is the refrigerator and microwave clean inside and out?
- (l) Is the frost in the freezer less than 3/16 inches thick?
- (m) Do the doors seal properly on both machines?
- (n) Are the electrical cords in good conditions?

APPENDIXS 15 (Assignment and Termination Checklist) to the Thunder Mountain Village Enlisted Quarters Management SOP

IV. Check the bathroom.

- (a) Is the tub/ shower clean, with no bits of hair or evidence of mold or mildew?
- (b) Is the wall tile clean of soap scum?
- (c) Is the grouting around the tub/ shower in good condition?
- (d) Is the soap dish clean?
- (e) Have plumbing fixtures and faucets been polished?
- (f) Do all the faucets work correctly?
- (g) Has the towel rack been wiped clean?
- (h) Has the shower curtain rod been wiped clean?
- (i) Is the correct number of shower curtain rings in place?
- (j) Is the shower curtain clean and free from mildew?
- (k) Is the shower curtain free from rips and tears?
- (l) Is the commode clean and free of stains and rust?
- (m) Does the commode operate properly?
- (n) Does the tub/ Shower, commode and sink drain quickly?
- (o) Is the mirror clean?
- (p) Is the sink clean?
- (q) Is the counter top clean?
- (r) Does the sink stopper function properly?
- (s) Is the medicine cabinet clean inside and out?
- (t) Is the medicine cabinet free from rust?
- (u) Are all the medicine cabinet shelves installed correctly?
- (v) Are all the previous resident's personal items removed?
- (w) Is the floor clean, free of scuffmarks and in good repair?
- (x) Are the light fixtures clean?
- (y) Do all the light bulbs work?

V. Check the walls and ceiling.

- (a) Is the plaster free from any cracks?
- (b) Is the plaster free from holes where pictures have been hung?
- (c) Are there any "bubbles" in the plaster, paint, or wall covering that might indicate leaks?
- (d) Are there tears in the wall covering?
- (e) Are there finger marks, soil or smudge marks?
- (f) Are the corners free of cobwebs?

APPENDIXS 15 (Assignment and Termination Checklist) to the Thunder Mountain Village Enlisted Quarters Management SOP

VI. Check the bedroom floors.

- (a) Has the carpet been well vacuumed (trash and grit removed)?
- (b) Is the floor clean under beds and other furniture?
- (c) Are all the edges of the room where molding and floor join, free from any build-up of dust?
- (d) Is the carpet free from tears?
- (e) Is the carpet free from burned spots or bleach stains?
- (f) Is the carpet free of spots that need to be removed with spot remover?
- (g) Is the carpet free from a mildew odor?

VII. Check the closet(s).

- (a) Is the floor clean?
- (b) Is the rod installed firmly?
- (c) Is the closet hook firmly mounted?
- (d) Is the closet free of previous resident's belongings?
- (e) Are drawers free of previous resident's belongings?
- (f) Have the inside of drawers been cleaned?
- (g) Is the closet door clean inside and out?

VIII. Check the room furnishings, fixtures and equipment.

- (a) Do all the light switches work properly?
- (b) Do all lamps switches work and are bulbs the correct wattage?
- (c) Are lamp bases, bulbs, and shades free from dust?
- (d) Is furniture clean and free of dust and scratches?
- (e) Are all drawers free of personnel belongings from the previous resident?
- (f) Have the inside of drawers been cleaned?
- (g) Have headboards and nightstands been dusted?
- (h) Are headboards straight?
- (i) Are all fixtures free from dust?
- (j) Are chairs clean (check underside of cushions and frame as well)?
- (k) Are handles solidly installed on all drawers?
- (l) Is the wastebasket clean, with appropriately sized liner inside?
- (m) Is the heating, ventilation and air conditioner working properly?
- (n) Is the air conditioner/ heater clean (top, grill, and knobs) clean?
- (o) Is the closet door mirror clean?

APPENDIXS 15 (Assignment and Termination Checklist) to the Thunder Mountain Village Enlisted Quarters Management SOP

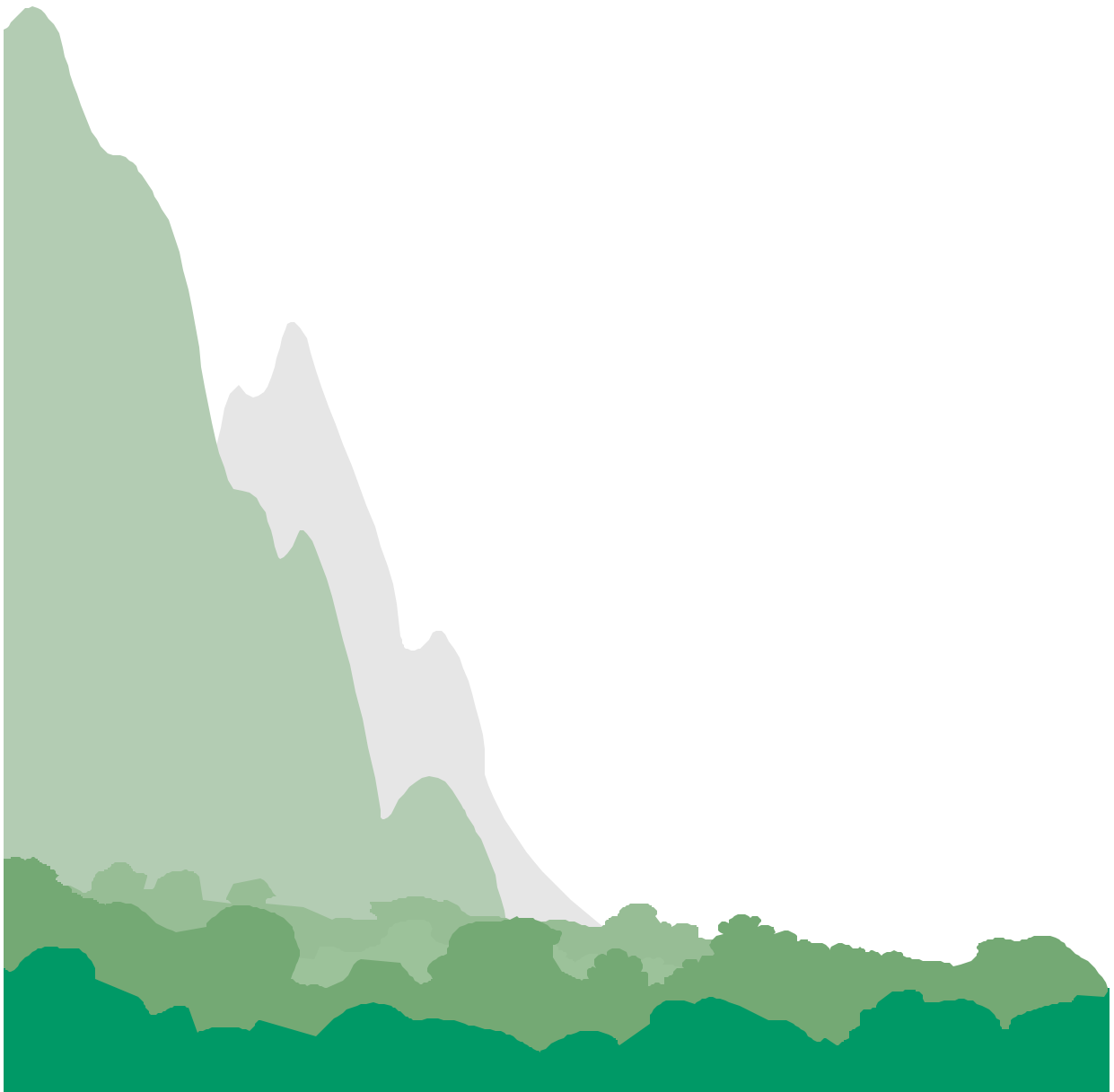
IX. Check window treatments.

- (a) Are they installed properly?
- (b) Do the window treatments adjust easily?
- (c) Do they close properly?
- (d) Are the operating cords and rods functioning properly?
- (e) Are the window treatments clean and in good condition?

15-4

THUNDER MOUNTAIN VILLAGE

ENLISTED QUARTERS MANAGEMENT SOP



MEMORANDUM FOR RECORD

SUBJECT: Thunder Mountain Village Force Protection Plan

1. Reference.

a. TRADOC Regulation 525-13, 12 December 1997, Military Operations: United States Army Training and Doctrine Command Force Protection Program.

2. Purpose. To construct a Force Protection Plan tailored to the Thunder Mountain Village.

3. Background. Due to the increase in terrorist attacks on the United States Military; Marine barracks in Beirut, Kobar Towers, and the USS Cole; military personnel must be prepared to identify and counter terrorist aggression. Thunder Mountain Village was designed and built under cost efficient plans. Therefore an active force protection plan must be able to meet the Commander's guidance.

4. Force Protection Condition (FPCON) Normal.

a. Local security measures designed for implementation when there is no credible threat of terrorist activity.

b. Continue to allow authorized personnel to park POVs in parking lots with the complex. Install two security arms (Cushing street parking lot and LaGuardia parking lot next to Education Center); residents with an activation card and resident sticker will have access to parking lots. Recommend that one way teeth be installed at both parking lot exits.

c. Units housed at Thunder Mountain Village (MEDDAC, 504th SIG BN, 111th MI BDE, USAG, B Co 304th MI BN, and HHC 306th MI BN) will conduct 4 exterior checks two prior to midnight and two after midnight.

d. Construct permanent cement bollards around complex perimeter to prohibit vehicles from entering by driving over the sidewalk curve.

5. FPCON Alpha.

a. Measure A-1. At regular intervals, Units will remind personnel to report the following to the appropriate law enforcement agencies- (Residents should receive the following brief upon initial facility in processing.)

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(1) Suspicious personnel, particularly those carrying suitcases or other containers, or those observing, photographing, or asking questions about military operations or security measures.

(2) Unidentified vehicles parked or operated in a suspicious manner on or in the vicinity of units, or facility.

(3) Abandoned parcels or suitcases.

(4) Any other activity considered suspicious.

(5) Residents are responsible for their guests' actions.

(6) Residents will secure all rooms, doors, and windows when room is unoccupied or when occupants are asleep.

(7) Residents will secure all personal property and military property issued to them.

(8) All residents will use the main door of the barracks for entry and exit of the barracks.

b. Measure A-2. Facility manager will ensure that law enforcement and security agencies have immediate access to building floor plans and emergency evacuation plans for separate buildings.

c. Measure A-3. Facility manager will secure buildings, rooms, and storage areas not in regular use. Maintain a list of secured areas within the complex.

(1) Storage cages. There are two rooms in BLDG 52136 where soldiers are allowed to store personal items.

(2) Mud Room in BLDG 52136.

(3) Mechanical rooms. Each building has three mechanical rooms.

(4) Communication room. This room houses the connection for both cable and telephone.

(5) Cleaning closets.

d. Measure A-4. Facility manager with cooperation from units will increase unannounced security spot checks (inspections of personal identification, vehicles registration, and the contents of vehicles, suitcases, briefcases, and other containers)

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e. Measure A-5. As a deterrent, randomly apply one of the following measures from FPCON Bravo:

(1) Facility manager will regularly inspect all buildings, rooms, and storage areas not in regular use.

(2) Facility manager at the end of each working day and at frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious activity or packages, or signs of tampering, or indications of unauthorized entry.

(3) Facility manager must be aware that all deliveries to Soldier Community Center maybe contain explosive or incendiary devices. Use trained explosive ordnance detection dog teams for some inspections, when available. (Encourage resident members to report suspicious packages to local law enforcement agencies, and refrain from handling such packages until cleared by appropriate authority.)

(4) Facility manager will coordinate with Provost Marshal to increase both overt and covert security force surveillance of the complex to improve deterrence and build confidence among staff and residents.

f. Measure A-6. Facility manger must review all operations plans, orders, and SOPs, which pertain to implementation of FPCON Bravo, Charlie and Delta.

g. Measure A-7. Facility manager will increase liaison with local Military Police in order to monitor the threat to Army personnel, and facilities.

6. FPCON Bravo.

In addition to the measures required by FPCON Alpha, the following measures will be implemented

a. Measure B-1. Increase the frequency of warnings required by Measure 1 and inform personnel of additional unclassified threat information.

b. Measure B-2. Retain guard force personnel (12 soldiers and two NCOs/ Residents only) from MEDDAC, 504TH SIG BN, HHC 111TH MI BDE, USAG, B Co 304TH MI BN, and HHC 306TH MI BN) which are OPCON to Facility manager. Units are required to ensure soldiers are equipped with, Kevlar, LBV, protective mask, and wet weather gear. Facility manager will brief guard force on any intelligence data available, duties, and responsibilities.

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c. Measure B-3. Review provisions of all operations plans, orders, and SOPs associated with implementation of FPCON Charlie.

d. Measure B-4. Facility manager, Guard force, and Units will identify the owners of all vehicles already on the complex. In those cases where the presence of a vehicle cannot be explained (owner is not present and has no obvious military affiliation), inspect the vehicle for explosive or incendiary devices, or other dangerous items, and remove the vehicle from the vicinity of the complex.

e. Measure B-5. Facility manager, Unit leadership, and Guard force will regularly inspect all buildings, rooms, and storage areas not in regular use.

f. Measure B-6. Facility manager and Guard force at the beginning and end of each workday and at frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious activity or packages, or for signs of tampering, or indications of unauthorized entry.

g. Measure B-7. Facility manager and Guard force will implement screening procedures for all incoming official mail to identify possible explosive or incendiary devices, or other dangerous material. If available, use trained EOD teams for inspection of suspicious items and to conduct periodic screening of mail. Encourage soldiers to inspect their personal mail, report suspicious items to local law enforcement agencies, and refrain from handling such items until cleared by appropriate authorities.

h. Measure B-8. Facility manager, Unit leadership, and Guard force will coordinate with Provost Marshal to increase both overt and covert security force surveillance of the complex to improve deterrence and build confidence among staff and residents. Three points will be routinely inspected by the guard force (vic Cushing Street and North driveway entrance, Cushing Street and La Guardia, and Hatfield and LaGuardia).

i. Measure B-9. Facility manager will ensure that guard force personnel are fully briefed on the activities concerning the threat and security measures implemented in response to the threat. Implement procedures to provide periodic updates for these unit representatives. Remind all personnel residing in the barracks to lock parked vehicles and inspect vehicles for suspicious items before entering and driving them. Units are responsible for informing residents on the current situation.

j. Measure B-10. Facility manager and Guard force will verify the identity of all personnel entering the Soldier Community Center (inspect identification cards or grant access based on visual recognition). Visually inspect the interior of all vehicles and exterior of all suitcases, briefcases, packages and other containers. Increase the frequency of detailed vehicle inspections

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(truck, undercarriage, and glove boxes) and the frequency of inspections of suitcases, briefcases, and other containers.

k. Measure B-11. Facility manager, Unit leadership, and Guard force will increase the frequency of random identity checks (inspections of identification cards, security badges).

l. Measure B-12. Facility manager and Guard force will increase liaison with local Military Police to monitor the threat to Army personnel residing in the complex.

m. Measure B-13. Facility manager with cooperation from Garrison Staff and MPs will implement Random Antiterrorism Measures Program (RAMP).

7. FPCON Charlie.

a. Measure C-1. Facility manager and Guard force will continue all FPCON Alpha and Bravo measures.

b. Measure C-2. Facility manager will supervise units and residents as they move their vehicles 25 meters from all complex buildings. Vehicles parked along the first row of La Guardia parking lot will also have to be moved. Residents will be allowed to park their automobiles in the open area east of LaGuardia Street.

c. Measure C-3. Facility manager and Guard force will reduce complex access points to the absolute minimum necessary for continued operation. (Additionally, the pop up barriers must be placed at South parking lot (vic BLDG 52131) adjacent to Education Center in order to seal parking lot, and North parking lot (vic BLDG 52142) in order to seal off parking lot. Removable bollards chain linked together installed along first row LaGuardia parking lot, and the West parking lot.

d. Measure C-4. Facility manager, Guard force, and Units must verify the identity of all personnel entering the complex grounds. Inspect identification cards, security badges or other forms of personal identification. Visually inspect the interior of all vehicles and exterior of all suitcases, briefcases, and other containers. Increase the frequency of detailed vehicle inspections and the frequency of inspections of suitcases, briefcases, and other containers.

e. Measure C-5. Facility manager, Unit leadership, and Guard force will supervise residents as centralized parking is implemented. (LaHacienda parking lot has been designated as the central parking location.)

f. Measure C-6. Guard force will increase security patrol activity within the complex to maximum level (5 two man teams) sustainable.

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g. Measure C-7. Facility manager and Guard force will ensure barriers are still capable of controlling traffic flow and to protect facilities vulnerable to bomb attack by parked or moving vehicles.

8. FPCON Delta.

n. Measure D-1. Facility manager and Guard force will continue all FPCON Alpha, Bravo, and Charlie measures, or introduces those, which have not already been implemented.

o. Measure D-2. Facility manager will coordinate with respective units to augment guard force to ensure absolute control over access to the complex.

p. Measure D-3. Facility manager and Guard force will inspect all vehicles entering the complex. Inspections should include cargo storage areas, undercarriage, glove boxes, and other areas where explosive or incendiary devices or other dangerous items could be concealed.

q. Measure D-4. Facility manager, Staff duty, and Guard force will limit access to the complex to those personnel with a legitimate and verifiable need to enter.

r. Measure D-5. Facility manager, Unit leadership, and Guard force will inspect all baggage, such as suitcases, packages, and briefcases brought on the complex for presence of explosive or incendiary devices, or other dangerous items.

s. Measure D-6. Facility manager and Guard force will implement frequent inspections of the exterior of buildings (to include roof areas) and parking areas.

t. Measure D-7. Facility manager and Guard force will cancel or delay all administrative movement that is not mission essential.

9. Point of contact for this memorandum is MSG Kevin L. Townsend, Facility manager, at 3-3534.

Kevin L. Townsend
MSG, USA
Facility Manager